

**Park City Fire Service District
Administrative Control Board – Work Session Meeting Minutes
Park City Fire District Administrative Office Building
January 2, 2024**

Meeting was held at the anchor location of the Park City Fire Service District Administrative Office Building, 736 West Bitner Rd., Park City, Utah, 84098

Administrative Control Board work session called to order: 5:41 p.m.

Board Members Present: Chair Jeremy Rubell, Vice Chair Alex Butwinski, Treasurer Christina Miller, Secretary John Hanrahan, and Board Member Steve Briley

District Personnel Present: Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Scott Greenwood, Battalion Chief Max Doshier, Captain Eric Gomm, Engineer Chad Kramer, Engineer Tyler McAllister, Engineer Reed Wycoff, Firefighter Spencer King, Fire Marshal Mike Owens, CFO Del Barney, and Admin. Asst. Debbie Colgan

I. District Update

Chief Zanetti said December's run total was about 100 calls less than December of last year.

Yesterday Chiefs Emery and Lewis met with North Summit and South Summit personnel to make sure the turnover went well and everything seems to be working smoothly. Chief Lewis commented they met Scott Thorell, the new chief for South Summit. South Summit is contracting with Wasatch County for EMS service. Chief Zanetti told the County Manager PCFD is leaving a number of items in the county road shed that South Summit said they wanted.

Secretary Hanrahan asked what happens when someone from South Summit calls 911. Chief Emery said 911 calls will go to Summit County Dispatch and they will dispatch the call to the South Summit fire station. The only time we would interface with Wasatch is when another ambulance is required, and Dispatch would then page out Wasatch County through Wasatch County's dispatch. Chief Emery said South Summit does not get that many back-to-back calls.

Chief Zanetti said Chief Lewis and representatives from North Summit, South Summit, Wasatch County, and Summit County Dispatch will work together to make sure things continue to run smoothly in the county. Chiefs from each fire district will also continue to work together.

II. Financial Review

CFO Barney said as of the end of November, the District was at 82% of the budget and 91.6% of the year had passed, so we were 9.4% under budget at that time. There is a \$500K payment for Station 34 construction costs that needs to be paid still, but we have not seen the December invoice yet. Regarding the overall budget, there are a few line items that are over budget, but the budget is in good shape.

CFO Barney said we have received \$12.5M in November tax revenue, and there should be a couple million more coming in January for December revenue. Last month CFO Barney moved \$1M from the general fund into the capital projects reserve fund, which will have \$13.67M in it at the end of the year.

Chief Zanetti said the money PCFD receives from the County for EMS will be spent to make improvements. Two new ambulances have been pre-ordered and two new defibrillators have been purchased, among other things. Vice Chair Butwinski asked how the money from the County will be shown as income, and CFO Barney replied it will be shown as Summit County Ambulance Fees.

Chief Zanetti said the Apparatus Committee has made final recommendations for ordering both a new engine and a heavy rescue apparatus. We have received bids from Siddons-Martin and Rosenbauer, which are the two dealers in Utah, and they are very comparable. We accepted the bid from Siddons-Martin for the heavy rescue, and Rosenbauer got the bid for the engine. The apparatus will cost around \$1.1M apiece, and both are about two years out from being completed. Chief Emery commented PCFD is proactively ordering apparatus earlier than we ever have to make sure we have equipment when we need it.

Board Member Briley asked if impact fees can be used to purchase apparatus, and Chief Zanetti replied they can but they do not completely cover the cost. Secretary Hanrahan asked if old equipment can be sold, and Chief Zanetti replied it can.

III. Impact Fee Analysis

CFO Barney said the impact fee analysis contains growth projections for the coming years as well as the Station 35 rebuild at the end of the 10-year span. Impact fees are based on outstanding bonds, loans, and new construction, and since the District will be debt-free in 1.5 years, impact fees decreased from where they were before. The new fee schedule will be enacted in 90 days.

Chair Rubell asked when impact fees are assessed, and FM Owens replied they are assessed whenever someone applies for approval for any new construction but not during remodeling. Beginning this year the District will also be charging for accessory dwelling units. Fees are assigned based on the use of the structure being assessed, either commercial or residential.

Chair Rubell asked when the next study will be conducted, and CFO Barney replied one should be completed every 5-6 years, which would put the next one around 2030.

IV. Station 34 Update

Chief Zanetti said he would like to have the February ACB meeting at Station 34 and have an open house prior to the meeting. The open house would be by invite only due to very limited parking in the area. The Board agreed to this plan, and Chief Zanetti said more information will follow.

The station is up and running, but there are a few small things to still address at the station, and Chief Zanetti and FM Owens are working with the architect and contractor on those items.

V. New SCBA Overview

Chief Zanetti commented the Board may remember new self-contained breathing apparatus (SCBA) were purchased in 2023. Several suppression personnel were on hand to demonstrate the use of the new SCBAs and helped Board members don the equipment to see how it feels and works. Captain Gomm said these new SCBAs have much better communication, use fewer batteries that last longer, have oxygen bottles that can be changed out quicker and last longer, and can be updated as standards change. A large quantity of bottles was purchased with the SCBAs, and six-bottle fill stations are located at Stations 31 and 33. If bottles need to be refilled while crews are on a large fire, the hazmat rig will be utilized for that task.

VI. Election of 2024 ACB Officers

Admin. Asst. Colgan said Administrative Control Board officers for 2024 will need to be elected at the regular meeting this evening. In the past, Board members have kept their positions for two years, and unless the Board had any concerns with this, the members can retain their current positions for 2024. The Board agreed to retain their 2023 positions in 2024.

VII. Other Divisional Updates

Battalion Chief Greenwood commented the recruit camp graduated on December 6, 2023, and going forward the District hopes to have just one recruit camp a year.

Chief Emery said there was a fire and around five medical calls at the same time last week and all incidents were handled smoothly. Chief Zanetti said there have been several smoke scares from people not opening their chimney flue.

Chief Zanetti commented a local group had a fundraiser for first responders to provide lunch on New Year's Eve and it extended into New Year's Day due to the many donations received. All five ambulances were out all day, so the lunches that were brought in were very appreciated.

Chief Zanetti said the chiefs and FM Owens will be leaving for St. George on January 15 for the annual fire chiefs conference.

Work Session Concluded: 6:30 p.m.

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Park City Fire District Administrative Office Building
January 2, 2024**

Meeting was held at the anchor location of the Park City Fire Service District Administrative Office Building, 736 West Bitner Rd., Park City, Utah, 84098

Administrative Control Board regular meeting called to order: 6:30 p.m.

Board Members Present: Chair Jeremy Rubell, Vice Chair Alex Butwinski, Treasurer Christina Miller, Secretary John Hanrahan, and Board Member Steve Briley

District Personnel Present: Chief Bob Zanetti, Deputy Chief Pete Emery, Battalion Chief Ashley Lewis, Battalion Chief Scott Greenwood, Battalion Chief Max Doshier, Fire Marshal Mike Owens, CFO Del Barney, and Admin. Asst. Debbie Colgan

I. Roll Call

Chair Rubell began the meeting by conducting a roll call.

II. Approval of December 5, 2023, Meeting Minutes

Treasurer Miller made a motion to approve the minutes of the December 5, 2023, Administrative Control Board meeting. The motion was seconded by Vice Chair Butwinski. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0.

III. Public Input

There was no public input.

IV. Board Member Reports and Business

A. Correspondence

There were no questions regarding the correspondence.

B. Financial

There were no questions about the financial reports.

V. Old Business

There was not any old business.

VI. New Business

A. Election of Administrative Control Board Officers for 2024: Chair, Vice Chair, Secretary, and Treasurer

As discussed in the work session, the Board members agreed to retain their current positions for 2024.

Board Member Hanrahan made a motion to retain Jeremy Rubell as Chair, Alex Butwinski as Vice Chair, Christina Miller as Treasurer, John Hanrahan as Secretary, and Steve Briley as Board Member for the 2024 Administrative Control Board. The motion was seconded by Board Member Briley. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0.

B. Public Hearing to Discuss and Possibly Adopt Resolution 2024-01 for Adopting an Impact Fee Analysis and Imposing Fire Protection Impact Fees

By Resolution 2024-01, the Park City Fire Service District (PCFSD) proposes to adopt an impact fee analysis and imposing fire protection impact fees; providing for the calculation and collection of such fees; providing for appeal, accounting and severability of the same; and other related matters.

Chair Rubell opened a public hearing to receive input regarding Resolution 2024-01. There was no public input and Chair Rubell closed the public hearing. There were no questions from the Board regarding the resolution.

Board Member Briley made a motion to adopt PCFSD Resolution 2024-01 and the motion was seconded by Secretary Hanrahan. Those in favor were Chair Rubell, Vice Chair Butwinski, Treasurer Miller, Secretary Hanrahan, and Board Member Briley; the motion passed unanimously, 5-0.

VII. Staff Reports and Input

There were no comments on the staff reports.

VIII. Discussion of Possible Future Agenda Items/Additional Comments

Chief Zanetti commented the Station 34 open house will be in early February, and more details on this will be forthcoming.

CFO Barney said there will be a public hearing on March 5, 2024, to adopt the new fee schedule.

IX. Closed Meeting

There was no need for a closed meeting.

X. Adjournment

Vice Chair Butwinski made a motion to adjourn the regular meeting and it was seconded by Treasurer Miller. Those in favor were Chair Rubell, Vice Chair Butwinski, Secretary Hanrahan, Treasurer Miller, and Board Member Briley; the motion passed unanimously, 5-0. The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:33 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be March 5, 2024, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.